

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the closing date, the applications will be referred to the respective department.

JOB TITLE:	Customer Service Clerk I
DEPARTMENT:	Public Works/Landfill
SALARY:	\$19,158.00 Annually
	Open Until Filled

MINIMUM QUALIFICATIONS:

High School Diploma, trade school, or equivalent level of education is required. Five or more years in a similar position or sufficient experience to perform the principal duties and responsibilities of the position. Considerable knowledge of County landfill policies and procedures. Proficiency in using computerized scales, maintaining records, and dealing with the public.

MAJOR DUTIES:

Balance monies received and post to daily ledger. Open new commercial accounts. Maintain user vehicle ledger and prepare reports. Inspect materials being hauled by user vehicles for asbestos. Maintain file of charge tickets. Provide office support, secure the gates, and maintain orderly environment. Serve as resource to subordinate personnel.

**ROOM 601, MUNICIPAL BUILDING
AUGUSTA, GA 30911,**

**We are an equal opportunity employer. We do not discriminate
on the basis of race, religion,
color, sex, age national origin, or disability.**